

## **Minutes of the Finance Committee**

**Wednesday, April 2, 2003**

Chair Haukohl called the meeting to order at 8:46 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Joe Griffin, Don Broesch, Genia Bruce, Joe Marchese, and Jim Behrend. Mike Sonnentag arrived at 9:25 a.m.

**Also Present:** Legislative Policy Advisor Mark Mader, County Board Supervisor Bob Thelen, Treasurer Pam Reeves, Senior Civil Engineer Kevin Yanny, Engineering Services Manager Gary Evans, Risk Management Administrator Laura Stauffer, and Corporation Counsel Tom Farley.

### **Public Comment**

Thelen said he served on a tax deed committee for a property in the Town of Oconomowoc. He said a piece of land was sold for \$12,000 and he was concerned that it was valuable and should have been sold for much more. He noted that past appraisals for this property have gone down each year since 1998 although it's evident land prices typically increase each year. He tried unsuccessfully to convince the other two committee members (also County employees) to not sell the land for \$12,000. Thelen distributed copies of the meeting minutes which noted his concerns: "1) The County should conduct soil testing to ensure this is a buildable lot for a single family residence under the current County and State sanitary codes; and 2) the sale of this land should be advertised in the paper and the current market value should be attained. There has not been one on this property since 1994 or 1995."

Broesch asked that there be no more transactions until the committee can review the process. He also wants to confirm that the process was followed correctly because if it wasn't, the Offer to Purchase may be null and void. Haukohl said this issue will be discussed at a future Finance Committee meeting.

### **Approve Minutes of March 19, 2003**

**MOTION:** Marchese moved, second by Bruce to approve the minutes of March 19. Motion carried 6-0.

### **Executive Committee Report**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Continued reviewing Chapter 4 revisions to the County Code.
- Reviewed more grant applications by UW-Extension as well as the grants process. Again, there were concerns that staff are concentrating too much of their efforts in certain neighborhoods.
- Approved two appointments: alternates to the Park & Planning Commission to be used if there are quorum problems.

### **2002 Annual Report of the Treasurer's Office**

Reeves advised of an error on page 3: "FICA Tax" should be changed to read "All Withholding Tax." She went on to review the report as outlined which included information on receipts, disbursements, and cash balances; 2001 taxes collected in 2002 per town, city, and village; and tax deed properties sold in 2002.

Sonnentag arrived at 9:25 a.m.

**MOTION:** Bruce moved, second by Marchese to accept the 2002 Annual Report of the Treasurer's Office. Motion carried 7-0.

**Ordinance 1570- 142: Transfer Funds for County Trunk Highway “J” Project**

Evans and Yanny were present to discuss this and the following two ordinances as outlined. Evans noted they have been working with the State DOT on the design and construction of County Highway J between Rockwood and Capital drives. Once complete, Highway J will become State Highway 164. Mid way into this project, the City of Pewaukee requested that a bike path be constructed along parts of Highway J. The City has agreed to pay for the local share of the path’s construction as well as additional right of ways or land acquisitions as needed for the construction, and the redesign. Evans said this is basically cost neutral to the County and any monies expended will be reimbursed by either the City or with federal reimbursement for the additional land acquisition. We have agreed to use our federal funds for the path’s construction.

Evans discussed the additional stoplights to be installed as part of this project including one at the Green Road / Highway J intersection. Sonnentag, who works near Highway J, asked if the stoplights would be coordinated because if they’re not, the improvements will be useless. Evans said, yes, they would be.

**MOTION:** Behrend moved, second by Broesch to approve ordinance 157-O-142. Motion carried 7-0.

**Ordinance 1570- 143: Transfer Funds for County Trunk Highway “K” Bridge Over the Oconomowoc River Project**

Evans said this involves a bridge that was built this year. Included in the project is the relocation of a gas line. Typically, when utilities are within the highway right of way and they have to be relocated, the relocation is free. This gas line was outside the right of way and, therefore, the County is responsible. Dollars were included in the project but it’s difficult to estimate the cost. The cost increased \$32,000 (\$158,000 to \$190,00) because they needed to cut through rock which was unanticipated.

**MOTION:** Behrend moved, second by Broesch to approve ordinance 157-O-143. Motion carried 7-0.

**Ordinance 1570- 144: Transfer Funds for County Trunk Highway “TT” Bridge Over Pebble Creek Project**

Evans indicated they went over budget with this project by \$17,000 for a total project cost estimated to be \$529,000. The overage was basically due to a lot of small issues including marsh excavation which exceeded plan quantities. Evans explained the process used to estimate the cost of a project and he noted that the majority of projects come in under budget.

**MOTION:** Bruce moved, second by Behrend to approve ordinance 157-O-144. Motion carried 7-0.

**Year-end Liability and Worker’s Compensation Claims Payable Reserve**

Stauffer said the objective of Risk Management’s liability and Worker’s Compensation reserves are accounted for in the same fund on a combined basis. Risk Management’s objective is to provide for a reserve confidence level between 75% and 95% as a reflection of the County’s risk tolerance. The fund’s remaining expenditure authority is \$665,615. An additional \$665,615 in reserves will be booked resulting in a 2002 year-end reserve balance of \$2,179,365. This reserve closely approximates a 75% confidence level. Stauffer distributed information on Waukesha County’s Worker’s Compensation loss development history.

**County Code Reference to Committee’s Responsibility for Liability Claims**

Haukohl referred to the County Code regarding the duties of the Finance Committee. She asked for clarification on #5 of Section 4-150 which read “the Finance Committee to act on all liability claims filed against the County and to authorize settlements up to \$10,000.” Haukohl said the committee hears quarterly status updates on claims but rarely do they act on them. Farley said the Finance Committee, by State Statutes, is authorized to settle claims up to \$10,000. For claims that are less than \$10,000, the

committee could just vote on them and settle them. If they're more than \$10,000, they must go before the full County Board for settlement. If they're less than \$500, the Corporation Counsel has the authority to settle them. Farley said we don't have a lot of claims that are uninsured and we've contracted out our settlement authority by entering into the insurance contract for those liability claims. There aren't many claims anymore that fall into the \$10,000 range that aren't handled through Worker's Compensation or through our insurance. For Worker's Compensation claims, blame is not an issue. Those are paid according to a statutorily set schedule and an administrative law judge issues the order. Farley noted his office works in partnership with Stauffer in the Risk Management Division. Therefore, anything the Corporation Counsel's Office is working on is included in Stauffer's quarterly reports to the Finance Committee. Haukohl felt the verbiage "acting on" was confusing because that's not always the case. Stauffer said the committee acted on claims by joining WMMIC. We gave WMMIC the authority to administer these claims.

### **Correspondence**

Haukohl distributed copies of the two most recent Executive Committee correspondence lists.

### **Future Agenda Items**

Review the Tax Deed Committee / Disposal of Tax Delinquent Property Process (Broesch)

**MOTION:** Marchese moved, second by Griffin to adjourn at 10:35 a.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin  
Secretary